

**SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE**

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	DIRECT DEPOSIT FORMS and T&L INTERFACES DUE 9:00 a.m. (3)	Down 6:00 pm		CHECKS AVAILABLE	CHECK DATE
					PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)		
Jan 2002 Pay Cycle 1	01/01/2002 to 01/15/02	01/16/02	01/01/02 to 01/23/02	01/22/02	01/23/02	01/24/02	01/29/02	01/31/02
Jan 2002 Pay Cycle 2	01/16/02 to 01/31/02	02/01/02	01/16/02 to 02/06/02	02/05/02	02/06/02	02/07/02	02/13/02	02/15/02
Feb 2002 Pay Cycle 1	02/01/02 to 02/15/02	02/16/02	02/01/02 to 02/20/02	02/19/02	02/20/02	02/21/02	02/26/02	02/28/02
Feb 2002 Pay Cycle 2	02/16/02 to 02/28/02	03/01/02	02/16/02 to 03/07/02	03/06/02	03/07/02	03/08/02	03/13/02	03/15/02
Mar 2002 Pay Cycle 1	03/01/02 to 03/15/02	03/16/02	03/01/02 to 03/21/02	03/20/02	03/21/02	03/22/02	03/27/02	03/29/02
Mar 2002 Pay Cycle 2	03/16/02 to 03/31/02	04/01/02	03/16/02 to 04/06/02	04/03/02	04/06/02	04/08/02	04/11/02	04/15/02
Apr 2002 Pay Cycle 1	04/01/02 to 04/15/02	04/16/02	04/01/02 to 04/22/02	04/19/02	04/22/02	04/23/02	04/26/02	04/30/02
Apr 2002 Pay Cycle 2	04/16/02 to 04/30/02	05/01/02	04/16/02 to 05/06/02	05/03/02	05/06/02	05/07/02	05/13/02	05/15/02
May 2002 Pay Cycle 1	5/1/2002 to 05/15/02	05/16/02	05/01/02 to 05/22/02	05/21/02	05/22/02	05/23/02	05/29/02	05/31/02
May 2002 Pay Cycle 2	05/16/02 to 05/31/02	06/01/02	05/16/02 to 06/06/02	06/05/02	06/06/02	06/07/02	06/12/02	06/14/02
Jun 2002 Pay Cycle 1	06/01/2002 to 06/15/02	06/16/02	06/01/02 to 06/20/02	06/19/02	06/20/02	06/21/02	06/26/02	06/28/02
Jun 2002 Pay Cycle 2	06/16/02 to 06/30/02	07/01/02	06/16/02 to 07/06/02	07/05/02	07/07/02****	07/08/02	07/11/02	07/15/02
July 2002 Pay Cycle 1	07/01/02 to 07/15/02	07/16/02	07/01/02 to 07/23/01	07/22/02	07/23/02	07/24/02	07/29/02	07/31/02
July 2002 Pay Cycle 2	07/16/02 to 07/31/02	08/01/02	07/16/02 to 08/08/02	08/07/02	08/08/02	08/09/02	08/13/02	08/15/02
Aug 2002 Pay Cycle 1	08/01/02 to 08/15/02	08/16/02	08/01/02 to 08/22/02	08/21/02	08/22/02	08/23/02	08/28/02	08/30/02
Aug 2002 Pay Cycle 2	08/16/02 to 08/31/02	09/01/02	08/16/02 to 09/07/02	09/06/02	09/07/02	09/09/02	09/12/02	09/16/02
Sept 2002 Pay Cycle 1	09/01/02 to 09/15/02	09/16/02	09/01/02 to 09/21/02	09/20/02	09/21/02	09/23/02	09/26/02	09/30/02
Sept 2002 Pay Cycle 2	09/16/02 to 09/30/02	10/01/02	09/16/02 to 10/05/02	10/04/02	10/05/02	10/07/02	10/10/02	10/15/02
Oct 2002 Pay Cycle 1	10/01/02 to 10/15/02	10/16/02	10/01/02 to 10/23/02	10/22/02	10/23/02	10/24/02	10/29/02	10/31/02
Oct 2002 Pay Cycle 2	10/16/02 to 10/31/02	11/01/02	10/16/02 to 11/06/02	11/05/02	11/06/02	11/07/02	11/13/02	11/15/02
Nov 2002 Pay Cycle 1	11/01/02 to 11/15/02	11/16/02	11/01/02 to 11/20/02	11/19/02	11/20/02	11/21/02	11/26/02	11/29/02
Nov 2002 Pay Cycle 2	11/16/02 to 11/30/02	12/01/02	11/16/02 to 12/07/02	12/06/02	12/07/02	12/09/02	12/12/02	12/16/02
Dec 2002 Pay Cycle 1	12/01/02 to 12/15/02	12/16/02	12/01/02 to 12/21/02	12/20/02	12/21/02	12/23/02	12/27/02	12/31/02
Dec 2002 Pay Cycle 1	12/16/2002 to 12/31/02	01/01/03	12/16/02 to 01/07/03	01/06/03	01/07/03	01/08/03	01/13/03	01/15/03

- (1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!
Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
- (2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle.
As an example, for the May 2002 Pay Cycle 2 the system will be down from 6:00 p.m. 06/06/02 until cycle has completed.
This overlaps with the Time and Leave Entry dates of the June 2001 Pay Cycle 1.
- (3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information or no later than 9:00 a.m. of this date to assure proper processing.
- (4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.
Notification will be sent out via the samii-hr distribution list.
- (5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.
- (6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.
The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.

****The Preliminary Cycle originally scheduled for July 6 has been moved to NOON on July 7. No electronic interfaces should be submitted after 6:00pm on Friday, July 5th.